

# San Diego Concourse



The Concourse is located in the heart of downtown San Diego and is one of the city's premier venues for special events.

You will find a professional atmosphere with prominent signage and amenities for holding a trade show, an upscale reception, corporate party, community event, banquet, or meeting.

The Concourse staff are an experienced service team. Our versatile facility has a long history of successful events.

Enjoy the convenience of nearby shops, hotels, public transportation, a parkade, restaurants, and entertainment.

*Telephone:*

(619) 236-7029 (619) 236-7016

- *Receptions*
- *Trade Shows*
- *Meetings*
- *Banquets*



## *Special Event Facility*





# San Diego Concourse

## San Diego Concourse

### Reservations & Information

Telephone

Rick Romo (619) 236-7029

Erick Erickson (619) 236-7016

Fax: 619-236-5994

### Located Downtown

### San Diego California

202 C Street

San Diego CA 92101

### EVENT FACILITY

- Receptions
- Trade Shows
- Banquets
- Gatherings
- Meetings

### Within Walking Distance

- Hotels
- Shopping
- Trolley Stop
- Restaurants
- Entertainment
- Theater

### Events

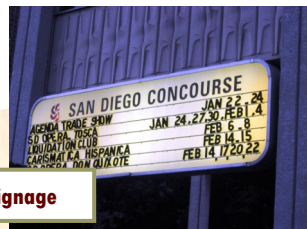


### Golden Hall

#### Main Room

Perfect for receptions, trade shows, banquets, community and corporate functions.

### Signage

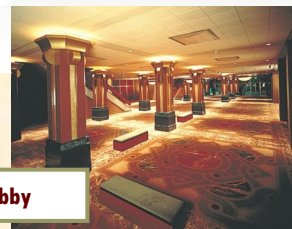


### Event Listing

#### Marquee Style

Your event can be featured on the Concourse sign.

### Lobby



### Entryway

#### Golden Hall Lobby

Spacious entryway next to the Golden Hall Room.

### Assembly



### Group Gatherings

#### Community and Business

Accommodations are available for small to large events.

### Banquets



### Ample Room Sizes

#### Stage Seating

Table and theater seating in a wide, airy, comfortable open room with a large stage.

### Presentations



### Meetings

#### Convenient Central Location

Have a meeting downtown and you can walk to shops, restaurants, and entertainment after.

### Concession



### Food Amenities

Concession and food service areas are available for your events.

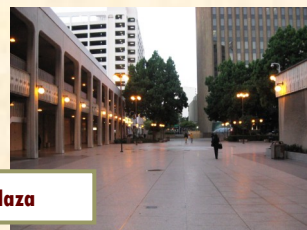
### Receptions



### Versatile Facility

Internet access available, high ceiling, convenient loading dock and plenty of room for many guests.

### Plaza



### North Side

This is the Civic Center Plaza just outside the main Concourse entrance. Parkade attached.

# SAN DIEGO CONCOURSE

202 C Street MS57C, San Diego Ca. 92101 / 619-236-7029 / 619-236-7016

## South on Interstate 5

- 5 south to Front St./Civic Center off ramp
- Take left fork on off ramp to 2nd Ave.
- Turn right onto 2nd Ave.
- Travel 3 blocks to where 2nd Ave. intersects A St.
- Enter Concourse Parkade structure

## North on Interstate 5

- 5 north to 6th Ave off ramp
- Turn left onto 6th Ave.
- Turn right onto Ash St.
- Turn left on 2nd Ave., travel one block to where 2nd Ave. intersects A St.
- Enter Concourse Parkade structure

## Driving Directions to the San Diego Concourse



## South on Interstate 15

- 15 south to 163 south
- 163 becomes 10th Ave.
- Right on B St.
- Right on 3rd Ave.
- Concourse Parkade entrance is first driveway on left.

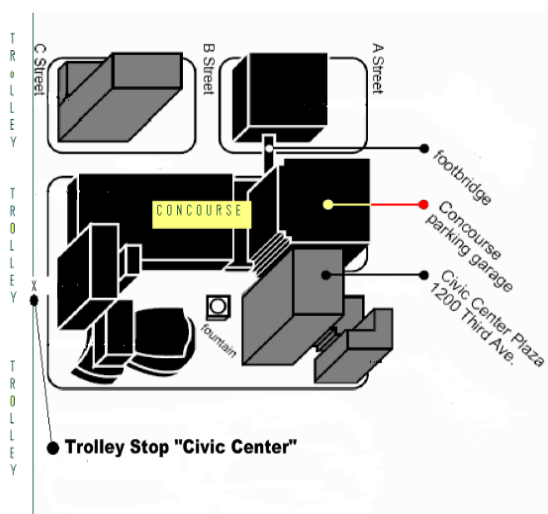
## West on 94 Freeway

- 94 west into Downtown
- 94 becomes F St.
- Right on 5th Ave.
- Left on B St.
- Right on 3rd Ave.
- Concourse Parkade entrance is first driveway on left.

## PARKING

### \*Entrances

CONCOURSE PARKADE ENTRANCES: 1st and B Street  
2nd and A Street  
3rd and B Street



## TROLLEY LINE

\*Trolley stop is "Civic Center", location on 2<sup>nd</sup> and C Street.



# SAN DIEGO CONCOURSE

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*The San Diego Concourse is a midsized multiple use facility conveniently located in the heart of Downtown San Diego. The Concourse is extremely versatile, and can accommodate a wide variety of functions such as conferences, civic events, trade shows, exams, receptions and dances. Our goal is to provide exemplary service to you and your guests. Please use this Ancillary Services, Equipment Rental and Facility Information as your guide to acquaint yourself with our facility and services offered. The Facility Services Management is available to assist you throughout your event planning and use of the Concourse.*

## FACILITY SERVICES MANAGEMENT

**Rick Romio, Facility Services Manager**

619-236-7029 / Fax 619-236-5994

Email : rromio@sandiego.gov

**Erick Erickson, Event Services Manager**

619-236-7016 / Fax 619-236-5994

Email : eerickson@sandiego.gov

**Kristi Geitz, City of San Diego Property Agent**

619-236-7031 / Fax 619-236-6706

Email : kgeitz@sandiego.gov

## ANCILLARY SERVICES

### AUDIO/VISUAL SERVICE

Audio/visual equipment may be provided through our in-house inventory, the San Diego Concourse's preferred audio/visual contractor or other qualified audio/visual contractors. For complete assistance in coordinating services, equipment and personnel to meet your needs, contact the Facility Services Management.

### BANNERS

Banners may be hung inside several areas of the facility. Exterior banners visible from the surrounding streets are prohibited by the City of San Diego. Contact Facility Services Management for additional information and associated charges.

### ELECTRICAL SERVICES

One 110/20 amp wall outlet service is available for your use at no charge (one per hall and/or meeting room).

For electrical distributions or additional power drops, contact Facility Services Management to coordinate available options, resources and associated charges.

### FIRE MARSHAL SERVICE

For events that require a presence of a Fire Marshal(s), the organizer will be responsible for all charges related to this requirement. Generally coverage will begin one hour before the event, and will end one hour after the event.

### FOOD & BEVERAGE SERVICE

Currently the San Diego Concourse does not offer an in-house caterer, and there is a \$500 maximum fee for the use of an outside caterer. Contact Facility Services Management for a list of preferred caterers, or alternative options.

### LINEN SERVICE

Linen service is available for \$5.00 per linen. Contact Facility Services Management to discuss your requirements.

### MARQUEES

For events utilizing the Golden Hall and/or Plaza Hall, one (major) marquee and one line on the coming attractions will be provided at no charge. Your event will be posted immediately following the conclusion of the preceding event. Once the marquee has been posted, there will be a minimum charge of \$65 for any change. Contact Facility Services Management for specific marquee information.

### PARKING

The City of San Diego contracts with Ace Parking to provide service to the Concourse Parkade. Parking rates are established at the discretion of the City of San Diego.

There are no "In/out privileges".

Monday - Friday (daytime) \$2.00 per half hour / \$18.00 max

Evenings (after 5:30pm) & weekends \$10.00 per day

For additional information, please contact Ace Parking 619-236-7110.

\* The San Diego Trolley stops at the Concourse (Civic Center stop)

### PERMITS

Licensee shall obtain all police/local law enforcement, fire marshal, food service and/or other city, state or federal permits required for licensee's use and occupancy of the facilities and licensed areas and the conducting of the event.

### ADMISSION PRICES

Licensee should include that there is an admission price, and/or include the actual admission prices within their advertising, when applicable.

# SAN DIEGO CONCOURSE

202 C Street MS57C, San Diego Ca. 92101 / 619-615-4100/ Fax 619-236-5994

## ANCILLARY SERVICES CONT.

### ROOM CHANGE-OVERS

One room set up is included in the rental fee. After the room is originally set for your event, there will be a labor charge for any additional change-overs or adjustments throughout the duration of the event. The cost for any such changes or adjustments will be billed at \$30.00 per hour.

### CLEANING SERVICES

Basic cleaning of your event area will be done before, during and after your event, and is inclusive with your license fee. Basic cleaning consist of emptying trash receptacles, sweeping/vacuuming floor and carpets, and maintaining restrooms. If your event requires additional cleaning above the basic cleaning, you will be billed at \$25.00 per hour. Any objects that cannot be swept or vacuumed are considered above basic cleaning. This includes, but is not limited to : pallets, boxes, food, wood, banners, decorations, booth materials, and equipment. This includes items and materials brought into the facility by event staff, exhibitors and attendees before, during and after the event, within the license agreement period. If your event will produce hazardous waste, an excess amount of trash, or trash that cannot be placed into our trash compactor, you will be responsible for additional charges required to dispose of the waste as required by the City of San Diego. See Facility Management for additional information.

### SECURITY SERVICE

The Concourse can provide uniformed security for your event. Contact Facility Services Management for information and associated charges.

### FACILITY ALTERATIONS

Generally facility alterations are not permitted. Alterations may include, but are not limited to : window or door removal, window or door coverings, carpet removal, and painting or modification of any facility surface.

If your event requires alterations to be made to the facility, contact Facility Services Management for consideration and additional information.

### PERSONNEL RATES

Service Worker	\$30.00
Housekeeper	\$30.00
Security Officer, uniformed	\$25.00

### TELECOMMUNICATIONS, INTERNET, CABLE TV

Single phone line w/o phone	\$250.00
Additional phone lines w/o phone	\$150.00
Single phone line w/ phone	\$275.00
Additional phone lines w/phone	\$175.00
Internet, single IP address	\$125.00
Additional IP address	\$85.00
Cable TV , basic cable w/o TV monitor	\$125.00
Cable TV, basic cable w/ TV monitor	\$150.00

## EQUIPMENT RENTAL

### AUDIO VISUAL

Cassette player/recorder	\$35 day / \$105 week
CD Player	\$35 day / \$105 week
Microphone, regular	\$20 day / \$60 week
Microphone, wireless	\$75 day / \$225 week
Paging system	\$60 day / \$180 week
Press patch	\$80 day / \$240 week
Projector, overhead	\$35 day / \$105 week
Projector, 35mm slide	\$35 day / \$105 week
Projection screen, 70"x70"	\$15 day / \$45 week
Projection screen, 96"x96"	\$25 day / \$75 week
Projection screen, 7'6"x10' or 12'	\$50 day / \$150 week
Sound system, portable	\$50 day / \$150 week
TV monitor	\$85 day / \$255 week
DVD/VHS player	\$60 day / \$180 week
TV monitor w/ DVD/VHS player	\$125 day / \$375 week

### TABLES

4' plain table	\$8.00
4' draped table	\$19.00
6' plain table	\$10.00
6' draped table	\$21.00
8' plain table	\$11.00
8' draped table	\$25.00
6' serpentine	\$10.00
Cocktail table	\$10.00

### MISCELLANEOUS EQUIPMENT

Elevated audience seating (Golden Hall)	\$2000.00
42'x42' dance floor (if available)	\$400.00
Staging (3'x8')	\$15.00
Flag (American, California)	\$10.00
10' banner pole, 3'/8'	\$10.00
Whiteboard w/markers	\$25.00
Curtained exhibitor booth (8'-10'x10')	
Includes (1) 8' draped table, (2) chairs, 8' back/3' sides	\$45.00
Chair	\$1.00
Executive chair	\$10.00
Easel	\$5.00
Lectern	\$30.00
Table linen, all sizes	\$5.00
3' pipe and drape, per foot	\$1.50
8' pipe and drape, per foot	\$2.00
12' pipe and drape, per foot	\$2.50
Contrack	\$10.00
Mirror	\$10.00
Bike Rack (crowd control barrier)	\$10.00
Stanchions	\$10.00

### WASTE REMOVAL

Full trash compactor	\$520.00
1/4 trash compactor / 1/4 trash compactor	\$260.00 / \$130.00
3 yard dumpster	\$160.00
40 yard dumpster	\$350.00

# SAN DIEGO CONCOURSE

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## FACILITY INFORMATION AND EVENT LICENSE FEES

	Size	Area (sq. ft.)	Ceiling Height	Theatre Seating	Classroom	Banquet	Reception	Booths 8 x10'	Booths 10'x10'	Daily License Fee	Move in or out Day
<b>Golden Hall</b>	157'x151'	23,707	31'-45'	4,344	1,300	1,600	2,500	166	140	\$4,250	\$2,125
Balcony	157'x70'	10,000	varies	**1144	-	-	-	-	-	-	-
Room 172	22'x19'	418	8'10"	50	32	32	-	-	-	\$500	-
<b>Main Lobby</b>	157'x100'	10,000	13'4"	418	324	440	800	28	28	\$1,400	\$700
Room 104	11'x8'	200	11'10"	-	-	-	-	-	-	\$500	-
<b>Copper Room 227-8</b>	47'x97'	4,559	12'11"	550	224	360	600	20	15	\$1,200	-
Room 227	47'x38'	1,786	12'11"	220	96	144	255	7	7	\$600	-
Room 228	47'x58'	2,726	12'11"	260	152	184	390	8	8	\$750	-
<b>Silver Room 250</b>	57'x59'	2,966	12'4"-9'10"	370	180	224	425	16	16	\$850	-
<b>Glass Room 202</b>	37'x17'	629	12'5"	80	45	48	49	-	-	\$500	-
<b>N. Terrace Rooms 206-9</b>	38'x76'	2,888	12'6"	268	200	248	400	14	14	\$1,100	-
Room 206	38'x19'	722	12'6"	80	40	56	100	-	-	\$500	-
Room 207	38'x19'	722	12'6"	80	40	56	100	-	-	\$500	-
Room 208	38'x19'	722	12'6"	80	40	56	100	-	-	\$500	-
Room 209	38'x19'	722	12'6"	80	40	56	100	-	-	\$500	-
<b>Staff Rooms 216-20</b>											
Room 216	19'x13'	247	8'	35	12	-	-	-	-	\$500	-
Room 219	22'x13'	286	8'	42	12	-	-	-	-	\$500	-
Room 220	22'x13'	286	8'	42	12	-	-	-	-	\$500	-

\*Golden Hall seating : Max seating (including the 1144 permanent seating in the Balcony) is 4344 / Max seating on the main (flat) floor is 3200.

Max seating with elevated main floor (including the 1144 permanent seating in the Balcony) is 4044/ Max seating on the main (elevated) floor is 2900.

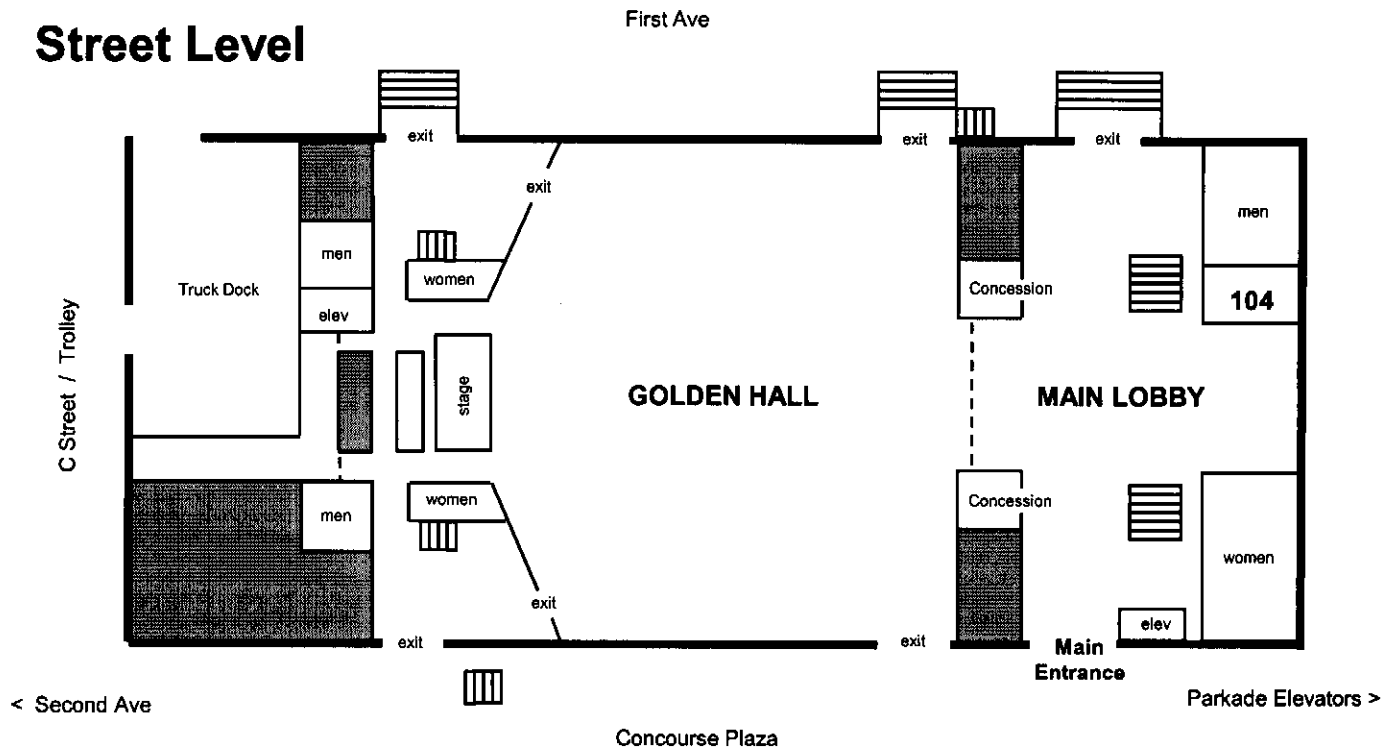
\*\*There are 13 wheelchair transfer seats located on the Golden Hall Balcony, in addition to the 1144 stationary seats.



# SAN DIEGO CONCONRSE

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## Street Level



## Second Level

